Luston and Shobdon Community Primary Schools Federation

including Luston Nursery

Staff Wellbeing Policy

Last reviewed	**24 Sep 2026**
Renewal due	**Sep 2027**

This policy was ratified by our Governors and disseminated to all staff.

Promoting and protecting the well-being of all staff is important to the Governing Body. Many factors in the workplace influence the well-being of individual employees or the Federation as a whole. Understanding and addressing the factors which affect people's well-being at work will have a wide range of benefits, both for the individual and the schools.

The Governing Body will continue to promote and work towards performance improvement and efficiency, getting the very best from employees, retaining and attracting the staff who are best skilled and well-motivated. Well-being in the workplace is relevant to all employees, and everyone can contribute to improved well-being at work. Addressing workplace well-being can help strengthen the positive, protective factors of employment, reduce the risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems and assist them in remaining at work.

One of the main concerns in promoting the well-being of staff, is to encourage positive mental health. In doing so, it is recognised that positive action must be taken to reduce the occurrence of workplace stress. The Health and Safety Executive define stress as being, "the adverse reaction people have to excessive pressures or other types of demand placed on them". However, it is important that the difference between "pressure" and "stress" be acknowledged: pressure does not necessarily give rise to stress and pressure can sometimes motivate. While acknowledging that pressure and stress may also be caused by a range of issues external to the workplace, the Governing Body's prime responsibility in this is to address work related stress.

To fulfil this commitment the Governing Body and Executive Headteacher will:

- review and implement the Performance Management policy
- provide training and support for all staff
- seek to identify potential circumstances that may affect the well-being of staff and conduct risk assessments where appropriate
- increase awareness and understanding of how to promote well-being at work and the avoidance of absence

- ensure advice and guidance is available to the Leadership Team in dealing with well-being concerns of staff

In turn, staff will be encouraged to take a responsible approach to health and well-being issues, including assisting those conducting risk assessments of stress in the work place.

The policy aims are to:

- provide advice and information about minimising risks to health
- outline specific responsibilities
- educate staff about the causes, effects and management of stress

To achieve these objectives the Leadership Team will:

- carry out risk assessments to identify health and well-being issues related to work where appropriate.
- implement appropriate control measures to minimise risks to health and well-being.
- monitor and audit arrangements to improve the quality of the working environment.
- raise awareness of the causes, signs and symptoms of stress and stress-related illness, and of the ways in which the Federation supports individuals.
- ensure they are equipped to respond to staff well-being concerns.
- educate employees in techniques for recognising and coping with potentially stressful situations, provide information about appropriate welfare services to all employees, including the availability of any employee counselling
- ensure reasonable adjustments are made where necessary.

The following have been identified as appropriate measures of employee performance and well-being for the purposes of managing health and well-being

- absences will be recorded and monitored for data analysis.
- exit questionnaires will be used and followed up with appropriate exit interviews when staff leave employment.
- use of Occupational Health and counselling services will be monitored without breaching confidentiality.
- feedback from staff satisfaction questionnaires will be used and followed up.

The Executive Headteacher /Heads of School/Leadership Team are responsible for ensuring:

- the engagement of management at all levels in the importance of managing staff well-being.
- allocation of appropriate resources to enable line managers to deliver the agreed strategy proactively,
- the use of a counselling service and health referrals for expert opinion.
- active implementation of the principles and behaviours contributing to positive staff well-being.
- alertness to employees' personal circumstances and offering additional support where appropriate
- to members of staff experiencing risks to their well-being which derive from outside work, e.g. bereavement or separation.
- ensuring effective communication between management and staff.
- ensuring effective communication where there are organisational and/or procedural changes which give rise to increased levels of stress in the workplace.
- ensuring that bullying, harassment and discrimination are not tolerated.

The Executive Headteacher /Heads of School/Leadership Team will:

- request HR to provide advice and guidance with stress risk assessments, if required, when it is identified that an employee is suffering from stress or where there is a perceived risk of stress and ensure that any reasonable measures identified are implemented.
- ensure that employees are consulted at all times over all aspects of their employment that may cause stress or impact on their health and well-being when changes affecting them are planned.
- ensure that employees receive appropriate training and resources to carry out their duties.
- ensure that staff are provided with appropriate development opportunities to manage absence in accordance with the Staff Absence guidance from HR
- consider workloads to ensure jobs are realistic and manageable.
- monitor working hours, overtime and holidays to encourage individuals to take breaks as required by legislation.
- familiarise themselves with the Staff Code of Conduct and Guidelines for Working Practice concerning bullying and harassment and ensure that employees are aware that this is not tolerated in the workplace.
- recognise that employees may have experiences in their personal lives that may make them
- vulnerable to pressures at work and which may have a temporary influence on their work performance e.g. health issues or personal circumstances.
- treat all discussions with employees around personal issues as confidential unless it is necessary to involve others to deal with the issue and the employee gives written agreement for disclosure.
- where appropriate discuss issues around stress with the Human Resources Advisor or Trade Union representative.

Employees will:

- take reasonable care of their own health and safety at work and co-operate with management in any measures taken to reduce stress.
- be committed to avoiding causing health and well-being problems for other employees
- be proactive in identifying occasions when they may be suffering from health and wellbeing problems, either work-related, or due to external factors, and alert their line manager to these where appropriate.

Useful Resources

Education staff wellbeing charter - GOV.UK (www.gov.uk)

Education Support, supporting teachers and education staff

Helpline: **08000 562 561**

Supporting staff wellbeing : Mentally Healthy Schools

Samaritans | Every life lost to suicide is a tragedy | Here to listen

Home - NoPanic

Helpline Number 0300 772 9844
Everyday - 10am - 10pm (365 days of the year)

The Stress Management Society - From Distress to De-Stress

Flowchart for Managing Stress

